



General Office Occupations and Clerical Services

Provider: Amundsen Education Center, Soldotna

Was this program WIA Eligible in 2009? **Yes (Interim)**

Length: 540 Hours

Cost: \$5,000

Sample Job Expectations: Receptionist, Typist, Word Processor, General Office Clerk, Correspondence Clerk, Proofreader, Payroll Clerk, Cash Receipts Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Data Input Clerk.

Related Occupations

Cargo and Freight Agents

Correspondence Clerks

Court, Municipal, and License Clerks

File Clerks

Human Resources Assistants, Except Payroll and Timekeeping

Information and Record Clerks, All Other

Insurance Claims and Policy Processing Clerks

Mail Clerks and Mail Machine Operators, Except Postal Service

Office and Administrative Support Workers, All Other

Office Clerks, General

Office Machine Operators, Except Computer

Order Clerks

Postal Service Clerks

Postal Service Mail Carriers

Postal Service Mail Sorters, Processors, and Processing Machine Operators

Procurement Clerks

Receptionists and Information Clerks

Shipping, Receiving, and Traffic Clerks

Weighers, Measurers, Checkers, and Samplers, Recordkeeping

Word Processors and Typists

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section

Last updated: 27-Jan-10